

Encrypting a presentation in Microsoft PowerPoint 2010

1. Create a presentation in PowerPoint as you normally would and save it.
2. Click **File** in the upper left hand corner. Then, click **Info** in the menu that opens.



3. Click **Protect Presentation**. Then, click **Encrypt with Password**.



4. You will be prompted twice to enter a password for the presentation. Click **OK** when you have entered the password each time.



Note: Medical Information Technology cannot recover the password. If you forget the password, the presentation cannot be opened.

Best practices: If you send the encrypted presentation to someone, you should never include the password in the same email. You should also make the password different from any passwords you use to access other systems (Medical domain computers, your bank, personal email, etc.).